



# ENVIRONMENTAL PROTECTION AGENCY

## Recommendation for Incentive Award

### Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. \*\*For Use with FPPS Only – Do Not Send Hardcopy to SPO\*\*
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Allison Nowotarski Employee ID #: (b) (6)

Position Title (optional): \_\_\_\_\_ PP-Series-Grade (optional): \_\_\_\_\_

Organization (optional): R5/OEC/MCS

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award  
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award  
☐ Time Off Award

Total Amount of Award (\$): \$2,950.00 AND/OR Total Number of Hours: \_\_\_\_\_

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☐ Moderate ☐ Substantial ☒ High ☐ Exceptional

Extent of Contribution: ☐ Limited ☐ Extended ☒ Broad ☐ General

### Narrative Justification for Award:

This award recognizes Allison Nowotarski's superior contribution to improving press communications in both EPA Headquarters OPA and in Region 5. During her detail to Headquarters, Allison garnered effusive praise from the Agency's senior communications managers and advisors for her "sterling" skills, professionalism and reliability — along with her tireless commitment to getting the job done right. Since returning to Region 5 and joining the press team, Allison has earned the confidence and respect of the Acting Regional Administrator for exceptional communications work on the Flint water issue which continues to be very high-profile and complex. Allison also hit the ground running and quickly established herself as a deft and effective press officer -ably juggling the very busy Great Lakes and Water 'beats' during a challenging transition year.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.



# ENVIRONMENTAL PROTECTION AGENCY

## Recommendation for Incentive Award

### Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **\*\*For Use with FPPS Only – Do Not Send Hardcopy to SPO\*\***
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Allison Lippert Employee ID #: (b) (6)

Position Title (optional): \_\_\_\_\_ PP-Series-Grade (optional): \_\_\_\_\_

Organization (optional): OEC

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award  
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award  
☐ Time Off Award

Total Amount of Award (\$): \$3,200.00 AND/OR Total Number of Hours: \_\_\_\_\_

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit:	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial	<input checked="" type="checkbox"/> High	<input type="checkbox"/> Exceptional
Extent of Contribution:	<input type="checkbox"/> Limited	<input type="checkbox"/> Extended	<input checked="" type="checkbox"/> Broad	<input type="checkbox"/> General

### Narrative Justification for Award:

This award recognizes Allison Lippert's superior contribution to improving communications with the press and public during a very busy and challenging transition year. GLNPO and Water management and staff depend on Allison's specialized knowledge of risk communication along with her skill, ability, sound advice and guidance to navigate several high-profile press/public issues. This has been demonstrated most notably through her contributions to the Agency's PFAS workgroup and her adept handling of communications on regional PFAS issues, notably the Wolverine site in Michigan. Allison also coordinated closely and effectively with OPA Hqs to follow up a plethora of media inquiries regarding GLNPO's future and its budget. In addition, she deftly handled the timely and effective roll-out of several grants that OPA Hqs identified as priorities. OPA Hqs, OW, ORA, GLNPO, Water Division and MDEQ have expressed a high-level of confidence in -and appreciation of -Allison's unflinching professionalism, dedication and commitment to EPA's mission.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.



# ENVIRONMENTAL PROTECTION AGENCY

## Recommendation for Incentive Award

### Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. \*\*For Use with FPPS Only – Do Not Send Hardcopy to SPO\*\*
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Allison Nowotarski Employee ID #: (b) (6)

Position Title (optional): \_\_\_\_\_ PP-Series-Grade (optional): \_\_\_\_\_

Organization (optional): R5/OEC/MCS

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award  
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award  
☐ Time Off Award

Total Amount of Award (\$): \$2,950.00 AND/OR Total Number of Hours: \_\_\_\_\_

Type of Benefits on which the award is based (Cash awards only): Tangible Benefit Intangible Benefit ☒  
Value of Benefit: Moderate Substantial ☒ High Exceptional  
Extent of Contribution: Limited Extended ☒ Broad General

### Narrative Justification for Award:

This award recognizes Allison Nowotarski's superior contribution to improving press communications in both EPA Headquarters OPA and in Region 5. During her detail to Headquarters, Allison garnered effusive praise from the Agency's senior communications managers and advisors for her "sterling" skills, professionalism and reliability -- along with her tireless commitment to getting the job done right. Since returning to Region 5 and joining the press team, Allison has earned the confidence and respect of the Acting Regional Administrator for exceptional communications work on the Flint water issue which continues to be very high-profile and complex. Allison also hit the ground running and quickly established herself as a deft and effective press officer -ably juggling the very busy Great Lakes and Water 'beats' during a challenging transition year.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.